



Survey Administration Quick Reference Guide

1. If you are using the *electronic survey*:

- ✓ Post the link to the survey
- ✓ Post the date, program ID, if the group is participant or comparison and if this is the pre- or post-test
- ✓ Make sure this information (date, etc.) is correct before students proceed

If you are using *paper surveys*, pre-fill with:

- ✓ Date
- ✓ Program ID
- ✓ Participant/comparison
- ✓ Pre-test/post-test

2. Explain the survey and read the anonymity and confidentiality statement:

This survey asks some personal questions. We are asking you these questions to help us find out if this program is working. To help us find this out, we are asking you to take this survey twice: once before we start the program, and again after the program is over. Today we are taking the [pre-test] [post-test] survey. To protect your privacy, please do not write your name on this survey. You have been given a unique ID for this survey, which you will use at both pre-test and post-test so that your surveys can be matched. Your answers will not be shared with anyone except staff in the North Carolina Division of Public Health, and they will not be able to tell who filled out this survey.

3. Provide each student with their unique ID.

4. When students have completed the survey, they should:

- ✓ Submit the electronic version, or;
- ✓ Place their paper copy in the envelope provided.

5. Prior to submitting paper surveys, coordinators should:

- ✓ Make sure student names are not written on the surveys
- ✓ Check the survey for completed required fields (date, student ID, program ID, etc.)
- ✓ Photocopy or scan each survey and keep for your records
- ✓ Complete the survey submission form
- ✓ Mail surveys and the survey submission form to:

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